



RECORDS RETENTION AND DISPOSITION SCHEDULE

Correction, Department of. Internal Affairs, Office of.

Agency: Investigation and Intelligence, Office of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	96-55	CONFIDENTIAL INVESTIGATION REPORTS These reports could include investigations by Office of Internal Affairs staff based on specific allegations of wrongdoing within the Department of Correction or an institution or facility. Disclosure of these records may be affected by IC 11-8-5-2.	TRANSFER to the RECORDS CENTER four (4) years after the year of the report. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION prior to Indiana Archives TRANSFER: Seven (7) years after the year of the report.
2	96-56	OFFENDER CORRESPONDENCE WITH INTERNAL AFFAIRS This represents correspondence from confined persons to the Office of Internal Affairs. The Office of Internal Affairs within the Department of Correction has stated that investigative reports and correspondence containing specific allegations of wrongdoing create a greater need than correspondence from offenders confined at a Department of Correction institution or facility. Disclosure of these records may be affected by IC 11-8-5-2.	TRANSFER to the RECORDS CENTER two (2) years after the year of receipt. DESTROY after an additional one (1) year in the RECORDS CENTER. TOTAL RETENTION: Three (3) years after the year of receipt.
3	96-57	GENERAL CORRESPONDENCE WITH INTERNAL AFFAIRS Correspondence may include general, routine correspondence, anonymous complaints, broad, non-specific statements concerning institutional situations or specific allegations that could lead to an investigation. Exception to the General Retention Schedule requested due to potential civil or criminal limitations of time for prosecution. Disclosure of these records may be affected by IC 11-8-5-2.	TRANSFER to the RECORDS CENTER four (4) years after the year of receipt. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Seven (7) years after the year of receipt.